



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

Transmittal Letter: GS-118

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6 FAM 140 ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES AND 6 FAM 160 TRANSPORTING EFFECTS

CHANGES

1. **6 FAM 148.2-1, UAB Authorization and Weight Allowance:** This section references new 6 FAM 148 Exhibit 148.2-1 which provides an example of a computation of unaccompanied air baggage (UAB) charges between a point of origin and a point of destination (in this example, from Washington, DC to Damascus, Syria). This section also references new 6 FAM 162 Exhibit 162.3 which provides an example of a computation of surface transportation charges for a household effects (HHE) shipment from a point of origin to a point of destination (in this example, from Washington, DC to Damascus, Syria).

2. **6 FAM 162.3, Employee Responsibilities for Excess Transportation Costs, paragraphs d and e:** In paragraph d, excess HHE shipment transportation costs are computed on the basis of the ratio of excess net weight to total net weight allowed for a specific post. An employee pays any excess HHE shipment transportation costs including excess packing/trucking charges at origin, excess delivery/unpacking charges at destination and excess ocean/port charges, as applicable. See new 6 FAM 162 Exhibit 162.3 regarding an example of a computation of surface transportation charges for a household effects (HHE) shipment from a point of origin to a point of destination (in this example, from Washington, DC to Damascus, Syria). Consult your transportation counselor for specific costs. In paragraph e, airplane crash has been added to the types of causes of total loss of net weight of effects in transit, which loss is not charged against an employee's weight allowance.

3. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

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1. Remove and discard old 6 FAM subchapter 140 (issued under TL:GS-116, 10-08-2003; 37 pages) and replace it with revised 6 FAM subchapter 140 (38 pages).

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3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:GS-118, and initial.

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(A/LM/OPS/TTM/TR)